
2019 NONPOINT SOURCE (NPS) IMPLEMENTATION GRANTS Targeted Watersheds (Clean Water Act - Section 319)



Announcement of Request for Proposals (RFP) September 2019

All proposals due Friday, November 22, 2019

The Rhode Island Department of Environmental Management (RIDEM) is pleased to announce the availability of grants to assist in the implementation of projects that protect and restore water quality from nonpoint sources (NPS) of pollution and to improve or restore aquatic habitat. Unlike point source pollution that comes from specific, identifiable discharges, NPS pollution is diffuse and generated from many diverse sources including stormwater runoff, failing septic systems and erosion from disturbed sites.

This RFP announces the availability of an estimated \$1 million in federal funding provided to RIDEM by the US Environmental Protection Agency (EPA) under Section 319 of the Clean Water Act for federal fiscal years 2018-2020. These funds are being targeted to specific watersheds (see below). Grants will be awarded on a competitive basis pursuant to this Request for Proposals (RFP).

1. Purpose of Available Grants

The purpose of the grants is to protect and restore conditions in Rhode Island waters to enhance their beneficial uses, which include, but are not limited to, water supply, swimming, fishing, shellfishing, recreation and healthy aquatic ecosystems. More specifically, these grants are targeted to water quality protection and restoration actions that abate **nonpoint sources** of pollution and sources of aquatic habitat degradation consistent with the RI Nonpoint Source Management Plan, which was recently updated and is available on the DEM website at <http://www.dem.ri.gov/programs/water/quality/non-point/>. As further described below, RIDEM is encouraging the use of “green infrastructure” which may deliver co-benefits related to flooding and resiliency. Nonpoint source pollution, particularly stormwater runoff, is a significant cause of water quality impairments across Rhode Island. The management strategies employed to control and reduce such pollution typically involve local actions to implement site-specific best management practices (BMPs) or restoration actions.

RIDEM is seeking proposals to protect and enhance water quality or support designated uses of Rhode Island's waters by:

- Improving or restoring aquatic habitat including improving stream connectivity, riparian buffers and lake conditions;
- Mitigating stormwater pollution in areas NOT restricted by MS4 permit requirements;
- Replacement of a failing or substandard onsite wastewater treatment system, including a cesspool;
- Abating nonpoint source pollution from farms; and

- Other projects that implement actions to prevent or abate nonpoint source pollution or improve aquatic habitat.

2. Eligible Watersheds

US EPA Nonpoint Source Program guidance requires that Section 319 funds distributed by the state for water quality protection or improvement projects **must** be consistent with the RI Nonpoint Source Management Plan and consistent with watershed plans that meet minimum federal watershed plan requirements. RIDEM is currently engaged in a program to prepare watershed plans in RI over the next few years. For this RFP, RIDEM will only accept proposals from the specific watersheds listed below in which a watershed-based plan has been prepared or is under development in a manner consistent with the federal guidance. RIDEM's work to develop similar plans for Rhode Island's remaining watersheds will allow more areas to become eligible for funding in the future. The Section 319 funds available for distribution as local grants cannot be used to develop watershed-based plans. Therefore, for this RFP, DEM is seeking proposals for projects that **implement** eligible actions described in this RFP from the following watersheds only (see also Figure 1):

Bristol – Kickemuit River Watershed Plan – This watershed is in Bristol and the eastern portion of Warren. The plan can be viewed at:
<http://www.dem.ri.gov/programs/benviron/water/quality/pdf/bkwatplan.pdf>.

Barrington - Palmer – Warren Rivers Watershed Plan – This watershed lies within a small portion of Bristol, western Warren, eastern Barrington and southeast East Providence. The plan can be viewed at:
<http://www.dem.ri.gov/programs/benviron/water/quality/pdf/bpwatplan.pdf>.

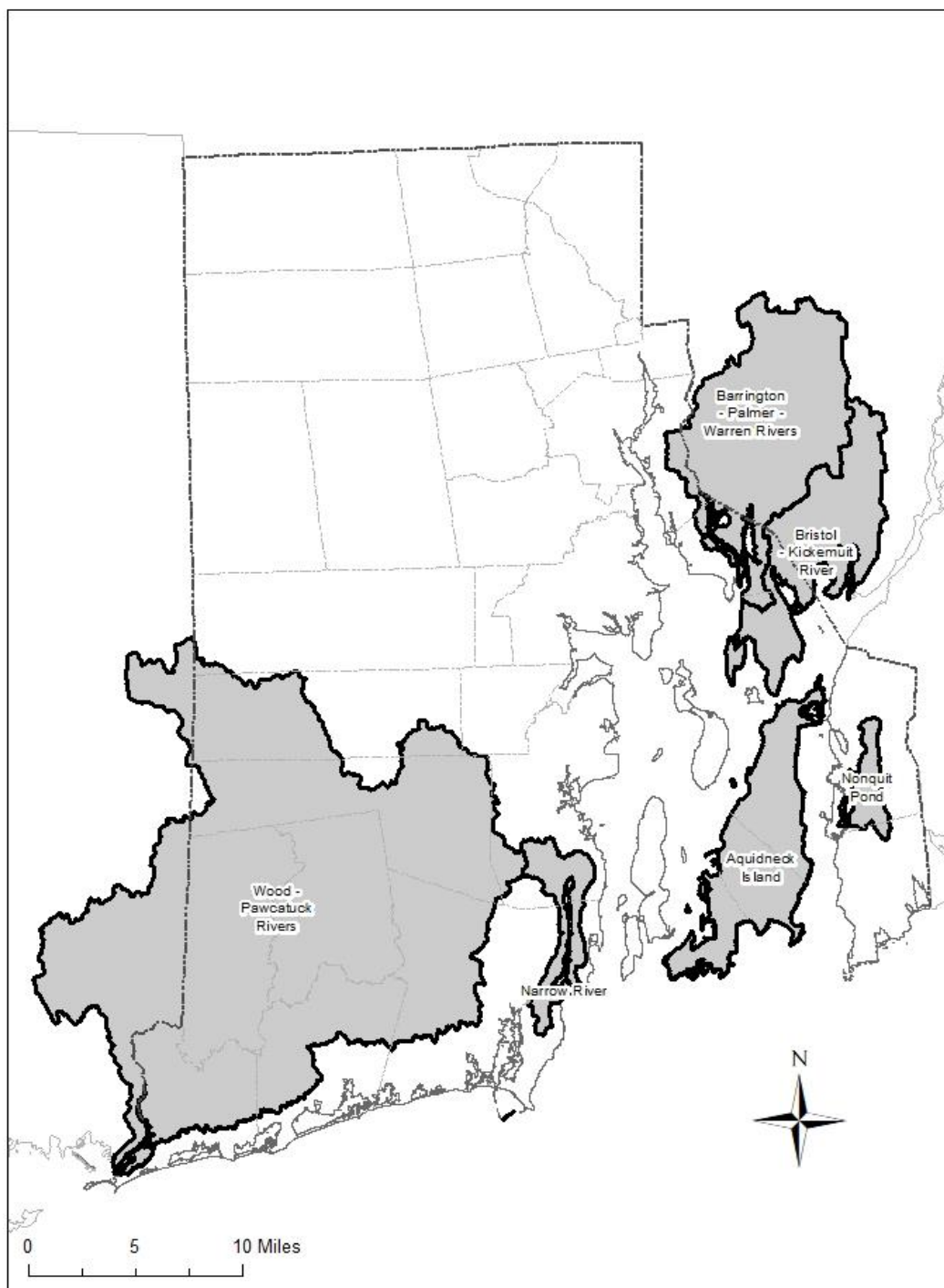
Nonquit Pond Watershed Plan – This watershed is within the town of Tiverton. The plan can be viewed at: <http://www.dem.ri.gov/programs/benviron/water/quality/nonpoint/pdfs/nonquit-wsp.pdf>

Narrow River Watershed - This watershed is in Narragansett, South Kingstown and North Kingstown. A draft Narrow River Watershed Plan prepared by RIDEM has been submitted to EPA for review. Projects that implement actions expected to be included in the final watershed plan will be considered.

Wood-Pawcatuck Watershed – This watershed lies within 9 towns in southern RI. The Wood-Pawcatuck Watershed Association, in collaboration with partners, has completed a Flood Resiliency Management Plan and a Wild and Scenic Rivers Stewardship Plan, both of which include recommended actions that protect and restore water quality and aquatic habitat. RIDEM is using these plans to compile a watershed plan targeted for completion this fall. Projects identified in the completed plans and those that implement actions expected to be included in the final watershed plan will be considered.

Aquidneck Island Watershed- This plan will address all of the waters of Newport, Middletown and Portsmouth. This Plan will build on work done by RIDEM on drafting a TMDL to improve water quality in the sources of supply for the Newport Water System. The Aquidneck Island Planning Commission completed a plan ("Status of Island Waters, Aquidneck Island, RI, May 2018") that meets many of the requirements for a watershed plan. Projects that implement actions in this plan and actions expected to be included in the final watershed plan will be considered.

Figure 1. Eligible Watersheds for 2019 Section 319 Funds



3. Applicant Eligibility – Who Can Apply?

Eligible applicants:

- Municipal, state, and regional governments;
- Quasi-state agencies;
- Public schools and universities; and
- Nonprofit watershed, environmental, or conservation organizations (Note: non-profit organizations must have status as an IRS 501(c)3 organization)

Individual persons and businesses are not eligible to receive Section 319 funds, except for cases where the project can be considered a demonstration project. To qualify as a demonstration project, the project must provide a demonstration of a nonpoint source pollution abatement technique or strategy that has not yet previously been implemented in Rhode Island but has a track record of success elsewhere. Interested persons considering a demonstration project are urged to discuss their idea for such a project with RIDEM prior to application. Private consultants are not eligible to receive grant awards directly on behalf of other governmental or non-governmental entities.

Third party applicants (e.g., conservation districts, land trusts) can apply for funds and administer a grant that involves construction of BMPs on private property. In such cases, the third party will need to provide documentation of access agreements prior to a grant agreement being issued.

Applicants must demonstrate administrative capacity to manage their project and the grant funds and comply with applicable state and federal fiscal requirements, including accounting, record-keeping, procurement and reporting procedures. All grants are reimbursement based – the grantees must incur the cost and submit documentation to RIDEM for reimbursement. For organizations with limited funds available for upfront payments, the RI Infrastructure Bank has established a Stormwater Project Accelerator program that offers upfront capital for green stormwater infrastructure projects that will eventually be funded through reimbursable state or federal grants. For more information about the Stormwater Project Accelerator see <https://www.riib.org/spa>

It is RIDEM's policy that financial assistance shall neither directly or indirectly benefit parties whose willful action or inaction has resulted in damage to the environment. At the Director's discretion, RIDEM may restrict, delay or limit funding due to the occurrence of criminal, civil enforcement actions or compliance matters. Applicants must disclose any existing violations and compliance actions related to their proposal, including the notice of intent to enforce.

4. Project Eligibility - What Types of Projects Are Eligible?

RIDEM is seeking proposals from applicants that are ready to commit to initiating and managing their projects in a timely manner. Although there are no required limitations (large or small), grant applications should be for projects requiring grant funds between \$25,000 and \$400,000. Guidance regarding specific project types is outlined below:

Aquatic Habitat Restoration Projects

DEM is seeking projects for buffer restoration along rivers, streams, lakes, ponds and other wetlands, and other aquatic habitat restoration projects (see examples below). Buffers provide critical wildlife habitat and provide corridors for wildlife dispersal. Buffers also improve water quality in adjacent waters and wetlands by removing sediment and other pollutants and by minimizing temperature increases. The University of New Hampshire's Stormwater Center in cooperation with the Great Bay

National Estuarine Research Reserve has developed a science-based tool to quantify pollutant reductions from buffers that can be used by applicants for reporting.

Potential aquatic habitat restoration projects include, but are not limited to (note: Construction of fish ladders is not eligible for funding):

- Removing pavement along a stream or lake shoreline and planting with native species to create a suitable buffer;
- Expanding the area of naturalized existing buffers through removal of invasives and planting projects;
- Improving habitat in existing riparian buffers with additional plantings, (e.g., planting shade trees along streams to improve habitat for cold water fisheries);
- Streambank protection and stabilization to minimize streambank erosion that is depositing sediment downstream and burying aquatic habitat and impacting wetlands;
- Boat washing facilities to reduce the spread of aquatic invasive species;
- Removal of established aquatic invasive species; e.g. abatement in lakes designated with an impairment due to the aquatic invasive plants that provides public environmental benefits; and
- Improving stream connectivity caused by sub-standard stream crossings characterized by constricted or inadequate water flow, perched culverts, blocked crossings or crossings that are in disrepair. These barriers to stream connectivity prevent the free movement of aquatic life up and down a river system.

Construction of Stormwater Abatement BMPs

RIDEM is seeking applications for installation of best management practices (BMPs) that mitigate, control or eliminate the effects of stormwater pollution to the waters of the state using green infrastructure techniques with a focus on infiltrating stormwater wherever practical. The use of such techniques, which often involve vegetation, can deliver important co-benefits including flood mitigation and cooling of urbanized landscapes. For those water quality projects that also address a flooding concern, RIDEM may choose to award state bonds funds designated for this purpose in conjunction with the Section 319 funds. Such awards must adhere to the applicable requirements of the RIDEM Narragansett Bay and Watershed Restoration Fund regulations.

Projects involving stormwater BMPs associated with new development are not eligible. Integration of stormwater BMPs to reduce pollutant loadings into surface waters or groundwaters from brownfield sites in eligible watersheds will be considered. Projects to control and treat stormwater at the end of piped systems prior to discharge into surface waters as a point source are not eligible. All stormwater projects will be expected to be planned, designed and constructed in accordance with the RI Stormwater Management, Design and Installation Rules.

Please note, due to federal requirements, the use of Section 319 funds for stormwater management projects is limited in areas of the state regulated under the Municipal Separate Stormwater Sewer System Program (MS4). The map of the RI MS4 areas and a description of the basis for the map is found on the DEM website at <http://www.dem.ri.gov/programs/water/permits/ripdes/stormwater/ms4s-program.php>. Projects in MS4 areas must be for infiltration of stormwater prior to it becoming part of the MS4 conveyance system or for projects that remove stormwater from the MS4 conveyance system and then infiltrate the stormwater.

Furthermore, Section 319 funds cannot be used to fulfill MS4 permit requirements. The MS4 permit requires that when the MS4 operator is notified that an approved TMDL has identified the MS4 as a source of pollutants contributing to a water quality impairment, the MS4 required Stormwater

Management Program Plan must be amended to identify BMPs that will be implemented to address the sources of pollutants of concern. Section 319 funds cannot be used for stormwater BMPs that implement these TMDLs. However, BMPs that address nonpoint sources **not** identified in the TMDL and that are consistent with the treatment described above may be eligible. Applicants should check with DEM before developing proposals in MS4 areas. As a general rule, in regard to stormwater impaired waters with an approved TMDL in the MS4 areas within the eligible watersheds, Section 319 funds can be used to implement the Statewide Bacteria TMDL which included broad rather than site specific recommendations for abating bacterial sources of pollution. The Statewide Bacteria TMDL is on the DEM website at <http://www.dem.ri.gov/programs/water/quality/restoration-studies/ri-bacteria-tmdl.php> (Note: Section 319 funds CAN be used to implement a TMDL outside of regulated MS4 areas.)

For a specific stormwater project, RIDEM will fund certain costs associated with final design of the project provided it leads to construction of the project. A specific project means that the site location(s) and design concept of what will be constructed have been identified. Proposals for construction should be based on prior evaluations of site-specific field conditions that are sufficiently thorough and identify any constraints or potentially significant permitting issues that might affect the project. The proposal should describe or reference prior planning and design work as well as an approach to dealing with any site constraints that arise during planning and design. For major BMPs, RIDEM prefers that prior planning or design work will have identified in advance conditions such as high groundwater tables, constraints to soil infiltration, likely presence of ledge, potentially significant soil contamination, general locations of existing utilities and constraints to access or land availability. As noted above, RIDEM will consider funding for expenses related to final design for a site-specific project, provided it leads to the construction of the project.

Onsite Wastewater Projects

Governmental and non-profit environmental entities may apply for assistance in resolving documented onsite wastewater problems. Projects should result in the replacement of a failing or substandard system, including a cesspool. A system that requires frequent pumping is considered a failed system. Funds **cannot** be used to:

- Support new development or an expansion of use; or
- Assist individual homeowners. (Assistance for individuals is made available via other programs administered by the RI Infrastructure Bank. Contact Jay Manning of RIDEM for further guidance.)

Agricultural BMP Projects

Although individual farmers are not eligible to directly receive Section 319 funds, agricultural BMP projects can be administered by a third party (see Applicant Eligibility). Examples of projects to abate NPS pollution associated with agricultural operations include:

- Construction of BMPs to retain (flow diversions, terracing, etc.) and treat stormwater;
- Installation of erosion and sedimentation controls;
- Fencing to restrict animal access to streams and wetlands; and
- Construction of other agricultural BMPs to abate potential sources of water pollution; e.g., manure management.

As applicable, agricultural BMP projects must be consistent with state-required farm conservation plans and federal Natural Resource Conservation Service standards.

Other NPS Water Quality Restoration Actions

In addition to projects described above, DEM will consider other projects that implement actions to prevent or abate nonpoint source pollution or improve aquatic habitat. This may include but is not

limited to erosion and sedimentation control projects, pet waste control projects, and in-lake treatments for nutrient management, among others.

RIDEM welcomes the opportunity to help applicants determine whether a project would be eligible for a grant, and to provide guidance in preparing a project proposal. For assistance, contact the individuals listed as program contacts at the end of this RFP.

5. Eligible Grant Expenses – What Costs Are Allowable?

Eligible expenses may include the costs of personnel salary and fringe, travel, supplies, construction, and contractual services. With respect to personnel, RIDEM generally will not subsidize salaries of existing governmental staff, but rather encourages such expenses to be allocated as match.

The following are **NOT** eligible grant expenses:

- Projects *solely* focused on activities such as technical assistance, education, training, technology transfer, community planning and water quality monitoring. However, such activities *may* be eligible as tasks in projects where they are directly associated with implementing a restoration action that reduces NPS pollution;
- Projects for research and water quality assessment;
- Projects involving experimental or unproven technologies;
- Routine maintenance of existing structural BMPs;
- Land acquisition (may be allowed as a matching expense); and
- Projects to achieve compliance with Phase II municipal stormwater programs.

RIDEM and the State of Rhode Island take no responsibility for project work done outside the term or scope of a valid grant agreement or prior to full approval of an agreement. Applicants should NOT anticipate any funding for work that is done before approval of a grant agreement. Agreements are not valid until the Rhode Island Department of Administration issues the appropriate encumbrance (i.e., purchase order or PO release). All agreements must be signed and dated by an authorized agent of the grantee and RIDEM.

6. Project Time Periods

The grant awards will be authorized via grant agreements for a limited period of time. Due to greater emphasis being placed on the timeliness of expenditures by both EPA and the State, projects that will be completed within a **one to two-year time period** will be favored. With adequate supporting justification RIDEM will consider three-year project time periods for larger, more complex projects. Projects not promptly initiated or that fall substantially behind schedule once underway may have their grant awards rescinded or reduced. RIDEM encourages applicants to plan adequate time for procurement and obtaining permits or other approvals in their project schedule.

7. Match Requirements

“Match” refers to funds or services used to conduct a project that are not borne by grant funds. All project match must: (1) relate directly to the project for which the match is being applied; (2) be reasonably valued; and (3) be supported by documentation. Match is an indicator of local commitment to a project and is considered in proposal eligibility and ranking.

Match may include: (1) cash; (2) the value of noncash, in-kind contributions (e.g., value of equipment donated for use the project); or (3) the value of goods and services directly contributed to the project. Third-party in-kind contributions are allowed with the exception that Section 319 grants cannot be matched with other federal contributions. Volunteer services provided to the grantee for project activities and travel costs may be valued as match at rates consistent with rates ordinarily paid by employers for similar work. General volunteer time may be valued in accordance with rates found at: <https://www.independentsector.org/resource/the-value-of-volunteer-time/>. The most recent rate of volunteer time in RI is \$26.82/hour.

Examples of actions that might be used as eligible match include the following:

- Cost or value-per-hour rate multiplied by the number of hours performing work associated with the project proposal tasks, such as labor to install BMPs, bid or subcontract development, development of BMP designs and permit reviews, including attending meetings pertaining to such, conducting public meetings or similar work relating to the project but not directly funded by the grant;
- Cost of materials, supplies or equipment rentals used for the project;
- Cost of land acquisition that is necessary for construction of a project BMP; and
- Cost of construction of approved BMPs (including labor, equipment and materials).

Section 319 grants are provided in a 60% to 40% (i.e., 3:2) grant to match ratio. A 40% match means that at least 40% of the *total project budget* comes from a nonfederal source. **To calculate the 40% required minimum match, multiply the grant amount by 0.6667.**

RIDEM will, at its sole discretion, consider reducing the match requirement to 25% of total project cost for TMDL implementation projects. Applicants should apply using the applicable 40% match commitment and indicate on the bottom of Form B that they would like to be considered for reduced match. The proposals should provide sufficient justification for the reduction by adequately describing the expected pollutant reductions and expected improvement in ambient water quality. Projects that comprehensively address the pollutant loadings to a specific waterbody will be favored over those that abate only one or partial sources.

8. Preparing the Proposal for Final Approval

For projects that are selected, RIDEM may request the applicant to modify project proposals based on comments received during project evaluations and the selection process. The applicant must submit the revised project proposal/scope of work to the RIDEM prior to final approval. RIDEM will conduct a final review of the proposal in coordination with appropriate agencies and, if satisfied that all review comments have been adequately addressed, the final proposal or scope of work will become the basis for the grant agreement that will be executed to formalize the grant award.

9. Public Workshops

Two public workshops to review the RFP process and clarify guidance for potential grant applicants have been scheduled as follows:

Public Workshops:

Date:	Tuesday, October 1
Time:	10:00 – 12:00
Location:	Middletown Public Library 700 West Main Road, Middletown
Date:	Thursday, October 3
Time:	3:00 – 5:00
Location:	Richmond Town Hall, Council Chambers 5 Richmond Townhouse Rd., Richmond

10. Updated RFP Information

During the application period, as the need arises, RIDEM may post additional information concerning this RFP and funding opportunity on its website. This may include clarification of commonly asked questions. Potential applicants are advised to periodically check the RIDEM Office of Water Resources Financial Assistance -- Nonpoint Source Funding webpage at:

<http://www.dem.ri.gov/programs/water/finance/nonpoint-source-funding.php>

11. Proposal Evaluation Criteria

Project proposals will receive an initial screening by representatives of the RIDEM Office of Water Resources for basic eligibility criteria. To be awarded a grant, applicants must possess adequate fiscal and project management capabilities. Past performance on prior RIDEM grants will be taken into account when assessing organizational capacity to effectively manage a project. Eligible proposals will be referred to an interagency review committee. The interagency review committee will evaluate the eligible proposals consistent with ranking criteria developed in conjunction with applicable federal requirements in order to make recommendations subject to final decision by the RIDEM Director.

Ranking criteria address:

- Severity and magnitude of the problem, including documentation or other evidence;
- Value of resource to be protected and public benefits derived;
- Beneficial impact to waters of the state; e.g. anticipated pollutant load reductions;
- Beneficial impact to aquatic or riparian habitat;
- Technical merit and likelihood of success;
- Consistency with approved plans; e.g., watershed plans, TMDL, stormwater plan;
- Applicant project management capacity;
- Readiness to proceed; and
- Quality of proposal (including accuracy of financial information)

12. How to Apply - Final Submittal Deadline – Friday, November 22, 2019

Note: If you are unsure about whether the project you are interested in is eligible for funding under this RFP, please contact RIDEM staff indicated below for further guidance. RIDEM can also address questions concerning your eligibility as a potential applicant, eligibility of certain project costs and issues regarding the technical merit of your proposal.

Final proposals must be received by RIDEM **no later than 4:00 p.m. on Friday, November 22, 2019**. The proposal must include mandatory application forms (Form A and Form B), a narrative project description and other supporting materials as appropriate; e.g. site map, letters of support, photographs, etc. Refer to Appendix A for details and final application forms.

DEM encourages that proposals be sent electronically. Hard-copies will also be accepted.

All proposals must be submitted to:

Betsy Dake, Senior Environmental Scientist
Rhode Island Department of Environmental Management
Office of Water Resources
235 Promenade St.
Providence, RI 02908
(401) 222-4700 x 7230 or betsy.dake@dem.ri.gov

Additional contact information:

Ernie Panciera, Supervising Environmental Scientist
DEM Office of Water Resources
401-222-4700 ext. 7603 or Ernie.panciera@dem.ri.gov

Margherita Pryor
EPA Region 1, New England
(617) 918-1597 or pryor.margherita@epamail.epa.gov

13. Project Administration

- 13a. Grant Agreements – As part of developing and finalizing a grant agreement for a selected project, RIDEM may request the applicant to modify the project scope of work based on comments received during project evaluations and the selection process.

Grant recipients must enter into an agreement with RIDEM to establish mutually agreeable terms for completing the project. Items in the agreement include, but are not limited to:

- Scope of work including tasks, schedules and deliverables. (The approved project proposal is usually incorporated as the basis for the scope of work.);
- RIDEM and grantee responsibilities, including interim and final reporting requirements;
- Statement of the project's total budget, matching budget, and grant budget;
- Statutory and regulatory requirements for contracting such as competitive bidding, fair-share allotments, i.e., minority-owned and women-owned business enterprises (MBE/WBE);

- Requirements for subcontracting;
- Project payment schedule and payment terms; and
- Record-keeping and reporting.

For BMP projects and others as applicable, the Grant Agreement will also include:

- Estimate of pollutant load reductions;
- Operation and Maintenance plan; and
- Coordination of permitting with the RIDEM Water Quality and Wetland Restoration Team.

Payments will be made on a reimbursement basis in accordance with the payment schedule and terms contained in the project agreement. Reimbursement is tied to performance targets, and payments are not scheduled more frequently than once a month. For organizations with limited funds available for upfront payments, the RI Infrastructure Bank has established a Stormwater Project Accelerator program that offers upfront capital for green stormwater infrastructure projects that will eventually be funded through reimbursable state or federal grants. For more information about the Stormwater Project Accelerator see <https://www.riib.org/spa>

Grant recipients will be required to provide regular progress reports to RIDEM. Grantees will be required to report information to support public reporting of the employment supported by the project. Projects are expected to be completed in the timeframe of the grant agreement. Timeframes will be negotiated in the range of 12-24 months. **Time extensions will not be granted without specific and appropriate justification.**

- 13b. Pre-project and Pre-contract Costs - RIDEM and the State of Rhode Island take no responsibility for project work done outside the term or scope of the grant agreement or prior to full approval of a grant agreement. Applicants should NOT anticipate any funding for work that is done before approval of a grant agreement. Agreements are not valid until the Rhode Island Department of Administration issues the appropriate encumbrance (i.e., purchase order). All agreements must be signed and dated by an authorized agent of the grantee and RIDEM.
- 13c. Procurement - The expenditure of funds pursuant to these grants is subject to state and federal regulations governing procurement, including requirements for competitive bidding and goals for participation by minority or woman business enterprises (MBE/WBE). In general, where consultant, engineering or construction services are to be obtained, a competitive process is required. Where a municipality has retained engineering or consultants under a prior competitive solicitation, DEM *may* allow that arrangement to be utilized for a project, provided adequate documentation is provided that the services sought were within the anticipated scope of services under the original solicitation, and that the manner of pricing is consistent with applicable requirements. RIDEM reserves the right to review and approve the award of any contract or subcontract.
- 13d. Indirect (Overhead) Costs - Indirect costs are costs that are not readily attributable with a specific project; e.g. rent, heat, utilities, etc. Indirect costs are subject to the review and approval of the RIDEM Office of Management Services. Entities proposing to use an indirect rate must have a State- approved current rate. In general, RIDEM will not authorize indirect rates that exceed 15%. If an agency opts to establish an indirect rate for its Section 319 grant, the rate is subject to applicable federal OMB guidance regarding cost principles (2 CFR 200).

- 13e. Measurable Results - Increasingly, state environmental agencies and the US EPA are encouraged to demonstrate project effectiveness by measurable results. The federal Office of Management and Budget has *strongly* indicated that expenditure of Section 319 grant funding should result in measurable reduction of pollutants (e.g., nutrients, sediment, etc.) as well as a return of water resource values (e.g., reopening shellfishing grounds). Grantees will be required to calculate relevant pollutant load reductions and report them to RIDEM upon completion of construction of any grant-funded BMP.
- 13f. Permitting - Many grant projects will require a permit from RIDEM or CRMC or review by another governmental agency to proceed. For water quality and significant habitat restoration projects, RIDEM will require that permitting matters be coordinated via the Water Quality and Wetland Restoration Team. Applicants should consider the time needed to acquire permits and other agency reviews and plan projects accordingly. Failure to obtain and comply with permits is generally considered a material breach of a grant agreement and may jeopardize project funding.
- 13g. Fiscal Assurances - Grantees will be subject to fiscal assurances per terms of the project agreement. Fiscal assurances include, but are not limited to, the audit requirements established by the State of Rhode Island and, as applicable, the US Office of Management and Budget in "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (2 CFR 200). The grantee must have established fiscal procedures that comply with these requirements.
- 13h. Quality Assurance Project Plans (QAPP)— The distribution by RIDEM of Section 319 funds is governed by a programmatic quality assurance project plan (QAPP) developed by RIDEM. This plan is applicable to most of the types of projects anticipated under this RFP. However, there may be cases in which the applicant proposes activities, including water quality monitoring, which will require development of a project-specific QAPP. Where RIDEM determines an individual project QAPP is necessary, it will negotiate this task with the grantee during contract development.

Appendix A: Final Application Content & Forms

Your completed application should include the following:



FORM A: Required Applicant and Project Information



FORM B: Budget Detail



Narrative Description



Site/Location Map



Other Supporting Material
(pictures, data, letters of support, etc.)

INSTRUCTIONS FOR NARRATIVE PROJECT DESCRIPTION

A narrative project description is required. In general, the description should require no more than 3-6 pages. The narrative should address the following elements.

Purpose: Provide a brief, clear statement of the project purpose, including as applicable:

- Types of nonpoint pollution sources and water quality impairments or threats addressed by the project;
- If applicable, the TMDL, watershed restoration or hazard mitigation plan that provided basis for proposed project.

Pollutant Categories to be addressed: List the primary pollutant type(s) and if appropriate, secondary pollutant type(s).

Project Approach and Tasks: Provide a concise overview of project approach and identify and describe major tasks. Provide a rationale for the selection of the technical approach to the project; e.g. the selected BMP, flood mitigation strategy, etc. Each task should be associated with an output; e.g., final engineering plans, construction phase, etc. For pollution abatement projects, describe the BMP selected and explain its effectiveness in abating pollution in the targeted waterbody.

Management and Coordination:

- Describe who will manage the project; how contracting and subcontracting will be done;
- Describe if and how other agencies and organizations will participate in the project, including letters of commitment or support if available;
- Characterize current organizational capacity;
- Describe past project management experience.

Note: The narrative should be clear on who is responsible for each major task.

Maintenance (Construction Projects only): If the project involves construction, identify the general requirements and responsibility for long-term maintenance.

Public Outreach /Public Participation: If applicable, describe how the project results will be shared via public outreach and/or if any public participation is anticipated.

Final Products & Measurable Environmental Results:

- Describe expected outputs such as progress and final reports;
- Describe how you will measure the environmental results of your project. Results and/or benefits must be documented in both quantitative and qualitative terms, such as load reductions of nutrients (nitrogen, phosphorus) and/or sediments to receiving waters, other measurable improvements such as reductions in bacteria or other pollutants, or the results of physical restoration; e.g., linear feet of riparian buffers installed, number of stream miles with improved connectivity, Load reduction estimates can be provided either from appropriate calculations, model estimates or from direct measurement. Available estimation models include STEP-L, and EPA Region 5 Model. RIDEM NPS staff can offer assistance in estimating load reductions. For flooding projects, calculated estimates of reduced peak flows, less frequent flooding events or similar measures may be used.

General Schedule & Milestones

- Estimated schedule (typically 1-2 years from the time the project contract is signed) and key milestones.

Form A: Required Applicant and Project Information

1 Project Title					
Project Title					
2a Applicant Information					
Organization					
Contact Name					
E-mail		Phone			
Street address					
2b Signature of Applicant (REQUIRED)					
Authorized Agent Signature				Date	
Name					
Title					
3. Grant Amount Requested					
Nonpoint Source Pollution-319	\$				
4. Project Management <input type="checkbox"/> Same as above (2a) (List the person(s) responsible for managing this project)					
Full Name					
Title		Organization (if different from 2.a)			
Email		Phone		Fax	
Street Address					
5. Project Location Site specific <input type="checkbox"/> Larger project area <input type="checkbox"/>					
Street address or description of project area					
Name(s) of targeted waterbody/waterbodies					
Targeted –Integrated Report List Status: Category 4A <input type="checkbox"/> Category 5 <input type="checkbox"/> Other <input type="checkbox"/>					
Integrated Report - Listed impairment targeted by project: Pathogen <input type="checkbox"/> Nutrient <input type="checkbox"/> Dissolved Oxygen <input type="checkbox"/>					
Impaired Biodiversity <input type="checkbox"/> Other (List Parameter): _____					
6. Source of Match					
Applicant's Funds <input type="checkbox"/> Third Party Funds <input type="checkbox"/> In-kind Services <input type="checkbox"/>					
Please Attach Project Location Map					

Form B: Budget Detail

Table A: Project Tasks¹, Deliverables, Schedule, and Estimated Costs

Task #	Description and Task	Deliverables	Schedule ²	Requested Amount	Non-federal Match	Total Task Cost
			Totals			

1. Tasks must include progress and final reports.

2. Please express as the month number in which the task is expected to be completed from start of project (i.e., Month 2)

Table B: Project Costs by Budget Category

Budget Category						Requested Grant Amount	Match Amount	Total Cost of Category
1. Salary and Fringe ¹								
Name	Title	Salary	Percent Time Charged to Project	Fringe (as percent of salary)	Total Salary Cost			
2. Indirect Costs ²								
3. Supplies ³								
4. Equipment ⁴								
5. Travel and Training ⁵								
6. Contractual ⁶								
7. Construction ⁷								
8. Other ⁸								
Totals								
To request reduced match, enter the reduced match in the non-federal match column in this row. (no less than 25% of total projects costs required)								

Specify sources of match: Amount from other federal sources: \$ _____

Amount from non-federal sources: \$ _____

1. Include salaries and fringe benefits paid for work performed on the project. "Salary" should include the rate per hour by position. "Fringe benefits" are employment benefits given in addition to wages or salary, such as health, retirement, etc. Grant funds are typically not used to pay municipal employee's salaries; these expenses should be used as match.
2. Indirect can only be charged by those entities that have negotiated an indirect rate with the State of RI in advance.
3. Includes expendable items, such as office, field and lab supplies, film, postage, equipment costing less than \$1,000, books, etc
4. Includes any items of equipment costing more than \$1,000.
5. Includes transportation costs incurred during work, such as tolls, costs of using vehicle (vehicle costs = number of miles x mileage rate)
6. Includes procured services not provided by grantee, such as consultants, engineering and design services, etc. You must identify tasks and outputs for each contractor. If contractual work has not yet been bid, provide estimated costs.
7. Includes costs associated with construction of BMPs, including permit fees.
8. Includes costs not described by previous categories.

NOTE: Please read section 7 carefully to understand how to calculate the required match for your proposal.